

## HOW TO APPLY FOR A RESEARCH GRANT

It is imperative that the following instructions are followed carefully and that each of the items listed is prepared in a clear and concise format. **Applications that do not contain all of the required information or that exceed the page limitations will not be evaluated.**

The goal of the Phi Beta Psi Charity Trust is to **advance cancer research** nationwide to improve prevention, diagnosis and treatment by providing research grants to qualified investigators addressing original questions and hypotheses to be explored in basic and clinical studies in the field of cancer. Research applications must be focused on **brain, breast, colorectal, endometrial, lung, ovarian, pancreatic, gastrointestinal tract or prostate cancer**. Preference is given to Young Investigators with documented evidence of potential for conducting novel research of either basic or clinical aspects of cancer and cancer-related problems. Applications from Established Investigators exploring new and innovative areas of cancer research also will be considered. Post-doctoral fellows are not eligible. Research assistant professors may be eligible. The gold standard is as follows: if the individual is eligible to submit an R01 from their institution as Principal Investigator then they are eligible to submit a Phi Beta Psi application.

**One hard copy AND an electronic file of the complete grant application containing each of the following items are to be submitted**

1. You can use the OMB form or NIH Biosketch as a guide followed by your own cover page and leave a place at the bottom for your department head to sign.
2. Cover Page indicating the name, affiliation and contact information of the Principal Investigator and the university or institutional official fiscally responsible for managing research grant funding. Institutional approval must be granted in writing before an application is submitted. **Because Phi Beta Psi Charity Trust is a non-profit organization, no overhead costs are allowed.**
3. Biographical Sketch of the Principal Investigator and other key personnel in NIH 398 Format with on-going research support (not to exceed 5 pages).
4. Research Plan (Description of proposed research, **sections a-e, may not exceed 10 pages total**)
  - a. Background related to the proposal with citations of relevant scientific references.
  - b. Specific Aims of the research investigation/s (including the hypotheses) and the long-term goals with a clear indication of the manner in which the investigations will address the goals of the Phi Beta Psi Charity Trust.
  - c. Preliminary Results supporting the hypothesis and approach proposed
  - d. Scientific Approach and Rationale including Methods and Resources to be employed. If research involves patients or their tissues, Human Subjects Protection must be documented.
  - e. Innovation or Clinical Relevance (i.e., application of results to the prevention, diagnosis, treatment and biology of cancer).
5. Copies of four (4) of the relevant recent research publications of the Principal Investigator.
6. A one-year budget (not in an NIH modular format) indicating the amounts requested for: (a) personnel and fringe benefits (salaries of the Principal Investigators **may not** be included in the budget), (b) consumable supplies and (c) other expenses with justifications for each category. Funds can be spent as soon as the check arrives. The funds can be re-budgeted and spent differently than proposed as long as none is spent on the PI salary or unbudgeted large equipment (>\$5000). If the PI wishes to buy a large piece of equipment he should submit a revised budget. Otherwise re-budgeting between

categories is acceptable. The grants are intended to cover the salaries of people in the lab (post-docs, technicians, and biostatistician), not the PI or other senior-level faculty.

7. Include a Bibliography/References. **Do not include appendix documents or abstracts.**

Applications for grants must be submitted to the office of the National Second Vice President **by Tuesday, June 15, 2021** as a **single .PDF file** to be considered for funding in August of **2022**. A Medical Advisory Board composed of five (5) doctoral-level scientists/clinical scientists with backgrounds and expertise in cancer research is charged with the review of the applications submitted. The Phi Beta Psi Board of Directors evaluates the reviews of the Medical Advisory Board, taking into consideration the goals of the Cancer Research Program. A list of recommended grant recipients is submitted to the delegation for approval at the National Convention, held each July.

## Phi Beta Psi Board of Directors